

GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Assistant Secretary, GISH

Job ID #: 51810 (GR1300)

Reports To: Building Principal

FLSA Status: Hourly, non-exempt

At-Will Position: This position is an “at-will” position and may be terminated, with or without cause, at any time at the sole discretion of the Superintendent or Superintendent’s designee.



Position Purpose: Performs a variety of tasks to accurately record, evaluate, and inform administrators and parents/guardians of student attendance patterns; and to do related work as required.

Desired Characteristics:

- Ability to work effectively with students and a variety of school staff
- Ability to maintain accurate records and data
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.
- Excellent computer skills (word, excel, google, etc.)



Job Responsibilities:

- Perform a variety of responsible secretarial/clerical activities related to the functions of the attendance office and assigned administrator.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for email, spreadsheet, word processing, database management, and other applications.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate people according to their needs.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Make copies of correspondence and other printed material.
- Learn to operate new office technologies as they are developed and implemented.

Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.
- Serve as a positive member of the community in a way that does not negatively affect the District’s reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).



Position Requirements:

- Minimum of a high school diploma or equivalent

Essential Functions: The essential functions of the position include:

1. Regular, dependable in-person attendance on the job;
2. The ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and
3. The ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing		X		
Walking		X		
Sitting			X	
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving		X		
Typing			X	
Physical Tasks		X		
Lifting (25 lb max)		X		
Carrying (50 ft)		X		
Manual/Finger Dexterity Tasks	medium level			
Working Conditions	No exposure to hazards except those associated with travel between or being in schools.			

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.